

30 SEPTEMBER 2004



Personnel

**AIRMAN/NCO/SENIOR NCO/COMPANY
GRADE OFFICER/CIVILIAN/VOLUNTEER/
HONOR GUARD OF THE QUARTER/YEAR
AND FIRST SERGEANT OF THE YEAR
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(CMSgt Melvin A. Fore, Jr.)
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This instruction implements AFD 36-28, *Awards and Decorations Program*; AFI 36-2805, *Special Trophies and Awards*; AFMC Supplement to AFI 36-2805, *Special Trophies and Awards*; AFMCI 36-2805, *AFMC Distinguished Company Grade Officer of the Year Program* and AFI 36-1004, *Managing the Civilian Recognition Program*. It explains guidelines on nomination preparation for the Wright-Patterson Air Force Base Airman, NCO, Senior NCO, Company Grade Officer (CGO), Air Force Civilian, Honor Guard, Volunteer of the Quarter/Year, and First Sergeant of the Year programs to include eligibility, responsibilities, nomination procedures, suspenses, format, board procedures and recognition received. This instruction requires maintaining information subject to the Privacy Act of 1974; authorized by Title 10 U.S.C., Section 857, *System of Records notice F036 AF PC V, Awards and Decorations*, applies.

SUMMARY OF REVISIONS

This instruction clarifies who may nominate personnel for awards. It changes offices of primary responsibility resulting from the Installation Commander reorganization. It changes the scoring criteria for military quarterly/annual nominations and the volunteer quarterly/annual nominations. It updates a yearly schedule for military board composition. It added a board composition chart for the Civilian Awards Program. Team Wright-Patterson organizations are added as an attachment.

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1. Terms Explained:

1.1. Annual. 1 January through 31 December.

1.2. Quarterly. 1 January through 31 March (1st Quarter), 1 April through 30 June (2d Quarter), 1 July through 30 September (3d Quarter), and 1 October through 31 December (4th Quarter).

1.3. Military Categories:

1.3.1. Company Grade Officer. Second Lieutenant through Captain (0-1 through 0-3).

1.3.2. Senior Noncommissioned Officer. Master Sergeant through Chief Master Sergeant (E-7 through E-9).

1.3.3. Noncommissioned Officer. Staff Sergeant through Technical Sergeant (E-5 through E-6).

1.3.4. Airman. Airman Basic through Senior Airman (E-1 through E-4).

1.3.5. First Sergeant. Master Sergeant through Chief Master Sergeant (E-7 through E-9) awarded the AFSC of 8F000 and serving in an authorized first sergeant manning position.

1.4. Civilian Categories.

1.4.1. Civilian Category I. Federal Appropriated Fund Civilian Employees, GG/GS 01 through GG/GS 08, and WG 01 through WG 06, and WL 01 through WL 04 or equivalent. Non-appropriated Fund Civilian Employees in pay band I, II, III and equivalent.

1.4.2. Civilian Category II. Federal Appropriated Fund Civilian Employees, GG/GS 09 through GG/GS 12 and WG 07 through WG 15, WL 05 through WL 15, and WS 01 through WS 14 or equivalent. Nonappropriated Fund Civilian Employees in pay band IV and equivalent.

1.4.3. Civilian Category III. Federal Appropriated Fund Civilian Employees, GM/GS/13 and above and WS 15 and above or equivalent. Non-appropriated Fund Civilian Employees in pay band V and equivalent.

1.5. Volunteer Categories:

1.5.1. Volunteer. This category is a nongovernmental volunteer such as a spouse or retiree who performs services on a volunteer basis.

1.5.2. Civilian Volunteer. This category is a civilian governmental employee who performs services on a volunteer basis.

1.5.3. Military Volunteer. This category is a military volunteer who performs services on a volunteer basis.

1.6. Honor Guard Categories: Honor Guard nominees are selected from the WPAFB Honor Guard Program, which falls under the authority of 88 MSG/SVS. Nominees will be limited to one per honor guard flight.

2. Program Responsibilities. The 88th Air Base Wing Commander is the awards authority. The following have specific responsibilities:

2.1. The 88 ABW/CV:

2.1.1. Acts as the office of primary responsibility for the company grade officer category of the awards program with tasking authority.

2.1.2. Appoints or acts as board president and appoints board members for the company grade officer selection board; works with 88 MSS/DPM to convene the selection board. See [Attachment 9](#).

2.2. The 88 ABW/CA:

2.2.1. Acts as the office of primary responsibility for Air Force civilian categories of the awards program with tasking authority. The 88th Mission Support Group Civilian Personnel Office will administer the program.

2.2.2. Appoints board members and alternates for the Air Force civilian selection boards from a cross-section of WPAFB organizations. There will be three primaries and three alternates for each civilian category. The term of appointment will be for one year. See [Attachment 10](#).

2.3. The 88 ABW/CCC:

2.3.1. Acts as office of primary responsibility for the enlisted awards program with tasking authority.

2.3.2. Coordinates with 88 MSS/DPM to appoint board presidents and board members for enlisted selection boards. See [Attachment 9](#).

2.3.3. Provides instructions to WPAFB units on award submissions and suspense dates.

2.3.4. Coordinates with First Sergeant's Council to prepare quarterly awards luncheon/ceremony.

2.3.5. Procures Team Wright-Patterson recipient awards for military, civilian, volunteers, and honor guard and ensures they are ready for presentation.

2.3.6. Prepares congratulatory letters for military, civilian, volunteer, and honor guard selectees for 88 ABW/CC's signature.

2.3.7. Provides 88 ABW/PA with list of selectees' names to ensure appropriate publicity.

2.3.8. Acts as focal point for the annual awards banquet.

2.4. Wright-Patterson Organizations (See [Attachment 11](#)):

2.4.1. Will establish internal selection procedures to ensure fair and equitable consideration of all eligible nominees within their units.

2.4.2. May submit one nominee from the unit for each category.

2.5. The 88 MSS/DPM:

2.5.1. With the support of the 88 ABW/CCC, compiles nomination packages of military nominees and appoints board presidents and board members.

2.5.2. Maintains files for military awards.

2.5.3. Forwards board minutes and board selectees to 88 ABW/CC for approval through 88 ABW/CCC. 88 ABW/CCC prepares congratulatory letters for 88 ABW/CC signature.

2.5.4. Files final results from all military boards.

2.6. The 88 MSG/DPC:

2.6.1. With the support of the 88 ABW/CA, administers the quarterly and annual Wright-Patterson AFB Air Force Civilian Awards program.

- 2.6.2. Establishes suspense dates for award nominations per [Attachment 8](#).
- 2.6.3. Compiles award nomination packages and distributes them to board members.
- 2.6.4. Forwards selectees' names to 88 ABW/CCC to prepare congratulatory letters for 88 ABW/CC signature.
- 2.6.5. Files final results from all civilian boards.
- 2.7. The 88 MSS/DPF:
 - 2.7.1. Administers the Volunteer Awards program.
 - 2.7.2. Establishes suspense dates for award nominations per [Attachment 8](#).
 - 2.7.3. Appoints members for volunteer selection boards.
 - 2.7.4. Compiles award nomination packages and distributes them to board members.
 - 2.7.5. Forwards selectees' names to 88 ABW/CCC to prepare congratulatory letters for 88 ABW/CC signature.
 - 2.7.6. Files final results from all volunteer boards.
- 2.8. The 88 MSG/SVS:
 - 2.8.1. Administers the Honor Guard Awards program.
 - 2.8.2. Establishes suspense dates for award nominations per [Attachment 8](#).
 - 2.8.3. Forwards selectees' names to 88 ABW/CCC to prepare congratulatory letters for 88 ABW/CC signature.
- 2.9. Selection Boards:
 - 2.9.1. All board members present will vote.
 - 2.9.2. 88 ABW/CV with the assistance of 88 MSS/DPM will appoint board president/members for the CGO category. Board presidents will forward the results to 88 MSS/DPM for filing.
 - 2.9.3. 88 ABW/CA will appoint board president/members for the Air Force civilian categories. Board presidents will return the results to 88 MSG/DPC for filing.
 - 2.9.4. 88 ABW/CCC, with the assistance of 88 MSS/DPM, will appoint board president/members for enlisted categories, (see [Attachment 9](#)). Board presidents will forward the results to 88 MSS/DPM for filing.
 - 2.9.5. Will evaluate nominees based on criteria established in this instruction.
- 2.10. 88 ABW Public Affairs: Provides appropriate publicity for selectees after the names have been announced at the awards ceremony.

3. Military Awards Program Administration:

- 3.1. OPR. The office of primary responsibility for administering the military annual and quarterly awards program is the 88 ABW/CCC.
- 3.2. Nominating Officials:

3.2.1. Commanders/Directors of Wright-Patterson Air Force Base organizations identified in [Attachment 11](#) may nominate one individual per category.

3.2.2. Commanders/Directors will establish internal selection procedures to ensure fair and equitable consideration of all eligible nominees within their organizations.

3.3. Basic Qualification Criteria: Military nominees must:

3.3.1. Not have a court-martial conviction or pending/imposed Article 15 action during any part of the award period.

3.3.2. Not have an Unfavorable Information File (UIF) or control roster during any part of the award period.

3.3.3. Be in compliance with Air Force personal appearance and fitness standards and not be in the Fit Program.

3.3.4. Be recommended by the commander/director or designated representative, (see [Attachment 1](#)).

3.4. Basic Evaluation Criteria. Cited accomplishments must have occurred during the period to which the award pertains. However, specific achievements initiated before, but culminating during the awards period, may be included in the nomination narrative. Specific evaluation criteria are included in [Attachment 2](#).

3.5. Nomination Procedures:

3.5.1. Each nominating commander/director must provide a cover letter, recommending by name and category, those people being nominated for the award. The cover letter will be written in accordance with the format at [Attachment 1](#).

3.5.2. Nomination packages must arrive at 88 MSS/DPM no later than the established suspense dates outlined in [Attachment 8](#). **Note:** If the suspense date falls on a weekend, goal-day, holiday, etc., then the packages are due the first workday prior to the established suspense date.

3.5.3. Nominations are limited to one per category.

3.5.4. Nominations must be submitted on AF Form 1206, **Nomination for Award**, as shown in [Attachment 2](#).

3.5.4.1. Nominations are limited to 21 lines of text for quarterly awards. A maximum of 15 lines is allotted for the Leadership and Job Performance in Primary Duty heading. A total of 6 lines are allotted to be split between the Significant Self-Improvement and Base/Community Involvement headings.

3.5.4.2. Nominations are limited to one side for annual awards. Enlisted nominations and requirements are specified in the Air Force 12 Outstanding Airmen of the Year criteria, AFI 36-2805, *Special Trophies And Awards*.

3.5.5. Nominations will be submitted electronically if the capability exists. Otherwise, submit original with three copies, plus a 3½floppy disk or CD.

3.6. Enlisted Selection Board Procedures:

3.6.1. Convening a selection board is the responsibility of the 88 ABW/CCC.

3.6.1.1. Nominees will meet a face-to-face board. All nominees must be available for appearance before their respective board unless excused by the board president. If any nominee cannot appear (e.g., TDY or other mission-related reasons), the board will only review the individual's nomination package. Unit first sergeants or superintendents will coordinate with board president(s) prior to board date on authorized absences. Leave in the local area is NOT an excused absence. All excused individuals will receive a score calculated to be the average points of the personnel meeting the board for the face-to-face portion. All unexcused absences will not compete.

3.6.1.2. Enlisted boards will convene per schedule outlined in [Attachment 8](#).

3.6.1.3. Organizations will provide 88 MSS/DPM their board member names as specified in [Attachment 9](#) at the end of each quarter. Notify 88 MSS/DPM if your organization can't support this requirement so an alternate can be arranged.

3.6.1.3.1. SNCO boards will be composed of three CMSgt or CMSgt selectees as identified in [Attachment 9](#).

3.6.1.3.2. NCO boards will be composed of a CMSgt as the president, the prior quarter's SNCO and another SNCO as identified in [Attachment 9](#).

3.6.1.3.3. Airman boards will be composed of a SMSgt as the president, the prior quarter's NCO of the Quarter and another NCO as identified in [Attachment 9](#).

3.6.1.3.4. Board members for the Enlisted Annual Board will be CMSgts.

3.6.1.4. Each board member must prepare two questions. Questions should seek a combination of facts and opinions which stimulate discussion and do not have a simple yes or no answer. Questions are limited to issues affecting the Air Force and can include local, national, and international current-events topics.

3.6.1.5. Grading Sheet. The grading sheet shown in [Attachment 3](#) is used to grade military nominees under the whole-person concept.

3.6.1.5.1. Nomination Package.

- Job Performance in Primary Duty (10-25 points).
- Significant Self-Improvement (1-10 points).
- Base or Community Involvement (1-10 points).

3.6.1.5.2. Interview Board.

- Military Bearing and Appearance (1-10 points).
- Ability to Articulate (1-10 points).

3.6.1.6. The board president will tabulate and verify all nominees' scores for their respective boards and resolve any conflicts prior to adjourning.

3.6.1.7. Dress for board panel members and nominees is service dress. Female members may wear either slacks or a skirt.

3.6.2. If a member is being nominated concurrently for quarterly and annual awards, a separate nomination package is required for each. Each package should be clearly identified as a quarterly or annual submission.

3.6.3. Nominations for annual awards are not limited to quarterly award selectees.

3.7. Enlisted Award Winner Responsibilities.

3.7.1. The SNCO of the Quarter award winner will serve on the next NCO of the Quarter board. If the SNCO of the Quarter award recipient is unable to sit on the next quarter's NCO board, the organization they belong to will provide a replacement.

3.7.2. The NCO of the Quarter award winner will sit on the next Airman of the Quarter board. If the NCO of the Quarter award recipient is unable to sit on the next quarter's Airman board, the organization they belong to will provide a replacement.

3.7.3. The Airman of the Quarter award winner will serve as an observer on the next Airman of the Quarter board as a mentoring opportunity.

3.8. Company Grade Officer Selection Board Procedures.

3.8.1. Convening a selection board is the responsibility of the 88 ABW/CV.

3.8.1.1. The 88 ABW/CV conducts officer quarterly and annual boards accordingly. Nominees will meet a face-to-face board. All nominees must be available for appearance before their respective board unless excused by the board president. If any nominee cannot appear (i.e., TDY or other mission-related reasons), the board will review the individual's nomination package only. 88 ABW/CV and board president(s) will coordinate prior to board date on authorized absences. Leave in the local area is NOT an excused absence. All excused individuals will receive a score calculated to be the average points of the personnel meeting the board for the face-to-face portion. All unexcused absences will not compete.

3.8.1.2. Company Grade Officer boards will convene per schedule outlined in [Attachment 8](#).

3.8.1.3. The 88 ABW/CV or an O-6 representative will act as board president. Two field grade officers will be selected from various base units to serve as board members. Organizations will provide 88 MSS/DPM their board member as tasked by the 88 ABW/CV at the end of each quarter. Tasked organizations should notify 88 MSS/DPM if you can't support this requirement so an alternate can be arranged. (See [Attachment 9](#)).

3.8.1.4. Each board member must prepare two questions. Questions should seek a combination of facts and opinions, which stimulate discussion and do not have a simple yes or no answer. Questions are limited to issues affecting the Air Force and can include local, national, and international current-events topics. The CGO of the quarter will serve as an observer for the next CGO of the quarter board as a mentoring opportunity.

3.8.1.5. Grading Sheet. The grading sheet shown in [Attachment 3](#) will be used to grade nominees under the whole-person concept.

3.8.1.5.1. Nomination Package (AF Form 1206).

- Job Performance in Primary Duty (10-25 points).

- Significant Self-Improvement (1-10 points).

- Base or Community Involvement (1-10 points).

3.8.1.5.2. Interview Board.

- Military Bearing and Appearance (1-10 points).
- Ability to Articulate (1-10 points).

3.8.1.6. The board president will tabulate and verify all nominees' scores and resolve any conflicts prior to adjourning.

3.8.1.7. Dress for board panel members and nominees is service dress. Female members may wear slacks or a skirt.

3.8.2. If a member is nominated concurrently for quarterly and annual awards, a separate nomination package is required for each. Each package should be clearly identified as a quarterly or annual submission.

3.8.3. Nominations for annual awards are not limited to quarterly award selectees.

4. Wright-Patterson AFB Air Force Civilian Awards Programs Administration.

4.1. OPR. The office of primary responsibility for administering the quarterly and annual Wright-Patterson AFB Air Force Civilian Awards Programs is 88 MSG/DPC.

4.2. Nominating Officials:

4.2.1. Commanders/Directors of Wright-Patterson Air Force Base organizations may nominate one individual per category. [Attachment 11](#) provides a list of WPAFB organizations, but may not be all-inclusive.

4.2.2. Commanders/Directors will establish internal selection procedures to ensure fair and equitable consideration of all eligible nominees within their organizations.

4.3. Basic Evaluation Criteria.

4.3.1. The award is designed to recognize outstanding Team Wright-Patterson Air Force civilian employees. Nominees are evaluated based on the accomplishments of job performance in the Primary Duty. Significant Self-Development, and Base/Community Involvement are optional categories which may be included. Civilian nominees do not meet a face-to-face board.

4.3.2. Cited accomplishments must have occurred during the period to which the award pertains. However, specific achievements initiated before, but culminating during the awards period, may be included in the nomination narrative.

4.4. Nomination Procedures.

4.4.1. Each nomination must include a cover letter recommending by name and category the person being nominated for the award. The cover letter will be in accordance with the format at [Attachment 1](#) and is signed by the Commander/Director or designated representative.

4.4.2. Nominations must be submitted on AF Form 1206 as shown in [Attachment 4](#) in 12 pitch type font or AF 1206 IMT default font. Nominations are limited to 21 lines for quarterly awards and one full side for annual awards.

4.4.3. Nomination packages must arrive at 88 MSG/DPC no later than the established suspense dates outlined in [Attachment 8](#). **Note:** If the suspense date falls on a weekend, goal-day, holiday, etc., then the packages are due the first workday prior to the established suspense date.

4.4.4. Nominations will be submitted electronically if the capability exists. Otherwise, submit original with three copies, plus a 3 ½" floppy disk or CD.

4.4.5. Nominations are limited to one per category.

4.4.6. Nominee's permission for award submission is required. A nominee-signed Privacy Act Statement ([Attachment 12](#)) must accompany the nomination.

4.4.7. If an Air Force civilian is nominated concurrently for Team Wright-Patt Air Force Civilian Employee of the Quarter, and Team Wright-Patt Air Force Civilian Employee of the Year, a separate nomination package is required for each. Each package should be clearly identified as civilian employee of the quarter or civilian employee of the year.

4.4.8. The AF 971, **Supervisor's Employee Brief** will be documented to reflect the nomination of Air Force civilians for any of the civilian quarterly/annual awards.

4.5. Civilian Selection Board Procedures.

4.5.1. Convening a selection board is the responsibility of 88 MSG/DPC. Nominees will not meet a face-to-face board. Air Force Team Wright-Patterson organizations will be fairly represented on the board. (See [Attachment 10](#)).

4.5.2. The grading sheet shown in [Attachment 5](#) will be used for all Air Force civilian boards.

4.5.2.1. Nomination Package.

- Job Performance in Primary Duty.
- Significant Self-Development (Optional).
- Base or Community Involvement (Optional).

4.5.3. 88 MSG/DPC will tabulate and verify all nominees' scores. Ties will be resolved by 88 ABW/CA. Nominations will be considered on a one-time basis.

4.6. Union Participation. A representative from the American Federation of Government Employees (AFGE), Local 1138, International Association of Machinists (IMA) and Aerospace Workers (AW) Local 2333 and International Association of Fire Fighters (IAFF) F-88 will be invited to the annual review of this instruction.

5. Volunteer Awards Program Administration.

5.1. OPR. The office of primary responsibility for administering the Volunteer Awards program is the Family Support Center, 88 MSS/DPF.

5.2. Nominating Officials.

5.2.1. Commanders/Directors of Wright-Patterson Air Force Base organizations identified in [Attachment 11](#) may nominate one individual per category.

5.2.2. Commanders/Directors will establish internal selection procedures to ensure fair and equitable consideration of all eligible nominees within their organizations.

5.3. Basic Qualification Criteria.

5.3.1. Nominees must have performed services on a voluntary basis. This may include community involvement that strengthens community/WPAFB relations and/or services that enhance the WPAFB's mission accomplishment, excluding contractors. Some examples include but are not limited to Red Cross, Scouts, Family Services volunteer, AF Museum, or Habitat for Humanity, etc.

5.3.2. Individuals nominated for Volunteer of the Quarter/Year must have performed volunteer activities during the nomination period considered.

5.4. Basic Evaluation Criteria.

5.4.1. Cited accomplishments must have occurred during the period to which the award pertains. However, specific achievements initiated before, but culminating during the award period, may be included in the nomination narrative.

5.4.2. Nominees are evaluated based on [Attachment 7](#).

5.5. Nomination Procedures.

5.5.1. Each nominating official must provide a cover letter recommending by name and category the personnel being nominated for the award. The cover letter will be in accordance with the format at [Attachment 1](#).

5.5.2. Nomination packages must arrive at the Family Support Center, 88 MSS/DPF, no later than the established suspense dates outlined in [Attachment 8](#). **Note:** If the suspense date falls on a weekend, goal-day, holiday, etc., then the packages are due the first workday prior to the established suspense date.

5.5.3. Nominations are limited to one per category.

5.5.4. Nominations must be submitted on the AF Form 1206 as shown in [Attachment 6](#). Nominations are limited to 21 lines for quarterly awards and one full side for the annual awards in bullet format, and will include the following headings: Types of Volunteer Activities, Accomplishments in Volunteer Activities, Leadership/Teamwork in Volunteer Activities, and Other Considerations.

5.5.5. Nominations must be submitted electronically if the capability exists. Otherwise, submit original with three copies, plus a 3 ½" floppy disk or CD.

5.6. Selection Board Procedures.

5.6.1. Convening a selection board for quarterly and annual awards is the responsibility of the Family Support Center, 88 MSS/DPF.

5.6.2. The board will tabulate and verify all nominees' scores and resolve any conflicts prior to adjourning. The board will forward the results to 88 MSS/DPF for 88 ABW/CCC notification and filing.

5.6.3. Grading Sheet. The grading sheet shown in [Attachment 7](#) is used to grade nominees.

6. Honor Guard Awards Program Administration.

6.1. OPR. The office of primary responsibility for administering the Honor Guard Awards is the Services Division, 88 MSG/SVS.

6.2. The guidelines established in 88 MSG/SVS Operating Instructions will be followed to determine quarterly and annual nominees and selectee.

7. First Sergeant of the Year Award.

7.1. Nominating officials, qualification criteria, evaluation criteria, nomination procedures and selection board procedures will be as specified in paragraphs **3.1.** through **3.6.**, except as follows:

7.1.1. Nomination packages must arrive at 88 ABW/CCC in accordance with advertised suspenses. These suspenses will be driven by higher headquarters suspenses.

7.1.2. Nominations will include all of the headings outlined in **3.6.1.5.**

7.1.3. The board will consist of the 88 ABW/CCC and other members as determined by 88 ABW/CCC.

7.2. All Wright-Patterson First Sergeants are eligible to enter the First Sergeant of the Year Competition. First Sergeants can be nominated in consecutive years. The board will be records only; there will be no personal appearance.

8. Approval Authority. Selections are not final until approved by the 88 ABW Commander; therefore, board members will not discuss board proceedings until after formal notifications of selections are made.

9. Awards and Honors.

9.1. The 88 ABW Commander, or designated representative, presents awards to the Team Wright-Patterson AFB quarterly/annual recognition program selectees. One ceremony will be scheduled to recognize all quarterly award recipients. An annual award ceremony will be scheduled to recognize military award recipients, Air Force civilian, volunteer, and honor guard award recipients.

9.2. Military Category:

9.2.1. The Wright-Patterson AFB quarterly and annual award military selectees receive a certificate allowing parking in a specially designated reserved parking space at the Base Exchange.

9.2.2. The Wright-Patterson AFB quarterly and annual military awards selectees receive a three-day pass to be used at the discretion of the member's commander and an engraved plaque.

9.2.3. Additional awards, provided by on- and off-base organizations, are presented to the Wright-Patterson AFB quarterly/annual military awards selectees.

9.3. Team Wright-Patt Air Force Civilians of the quarter/year will receive an engraved plaque and a three-day time-off award to be used at the discretion of the unit commander.

9.4. Quarterly and annual volunteer and honor guard selectees will receive an engraved plaque.

9.5. Other requirements.

9.5.1. The quarterly/annual military, civilian, honor guard, and volunteer award selectees will be required to obtain an 8 x 10, color photo for display in the 88th Air Base Wing, if available.

9.5.2. Enlisted personnel selected as annual awards winners will compete within their respective commands in the 12 Outstanding Airmen of the Year Award program.

9.5.2.1. Other requirements for the 12 Outstanding Airmen of the Year will be provided in

annual tasking notice.

ANDREW K. WEAVER, Colonel, USAF
Commander, 88th Air Base Wing

Attachment 1**SAMPLE COVER LETTER FORMAT**

(Date)

MEMORANDUM FOR (88 ABW/CCC)

(88 MSG/DPCZ)

(88 MSG/DPF) (As appropriate)

FROM: (functional address symbol)

SUBJECT: Team Wright-Patterson Quarterly/Annual Awards

1. The following are nominated for subject award in the category specified:
 - a. Military Personnel of the Quarter/Year:
 - b. Wright-Patterson AFB Air Force Civilian Employee of the Quarter/Year:
 - c. Volunteer Personnel of the Quarter/Year
2. Nominee meets quality standards.
3. The above-named individuals meet the criteria in WPAFBI 36-2800.

Signature Block

(Commander/Director or designated representative)

Attachments:

1. AF Forms 1206 (Military)
2. AF Forms 1206 (Civilian)
3. AF Forms 1206 (Volunteer)

Attachment 2

SAMPLE MILITARY NOMINATION FOR AWARD

Table A2.1. Nomination for Award.

AWARD (Insert the Award Title)	Category (Insert Award Category)	Award Period (Month - Month, Yr)
Rank/Name of Nominee (First, Middle Initial, Last) SSgt John B. Doe	SSN (last 4) 1234	MAJCOM AFMC/ACC/AETC as appropriate
DAFSC/Duty Title Self-explanatory	Nominee's Telephone (DSN & Commercial) DSN 787-1234, (937) 257-1234	
Unit/Office Symbol/Street Address/Base/State/Zip Code Nominee's Unit Information		
Rank/Name of Unit Commander (First, Middle Initial, Last)/Commander's Telephone (DSN & Commercial) LtCol/Sam A. Jones, DSN 787-0123, (937) 257-0123		
<p>Specific Accomplishments (Use single-spaced, bullet format)</p> <p>Use bullet format to address each of the three mandatory headings. Cited accomplishments must apply to the period for which the award pertains. Achievements initiated before, but culminating during the award period can be included. Limit to 21 lines for quarterly nominations and one full page for annual nominations.</p> <p>Key Duties, Task and Responsibilities: The nominee's job description from their EPR/OPR for their current duty will be included under this heading. This is required to allow board members a better understanding of the nominee's duties. This area is NOT scored. Limit is 9 lines of text maximum. Include on the second page of annual award packages.</p> <p>Leadership and Job Performance in Primary Duty: This heading is limited to 15 lines total for quarterly nominations. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, maintenance professional of the year, and so forth. (25 points maximum)</p> <p>Significant Self-Improvement: This heading and Base/Community Involvement is limited to 6 lines total split between them for quarterly awards. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Included completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. (10 points maximum)</p>		

Base/Community Involvement: This heading and Significant Self-Improvement is limited to 6 lines total split between them for quarterly awards. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of AFSA/AFA/CGOC etc., Sunday school teacher, and so forth. (10 point maximum)

NOTE: Consider nominees availability to excel in the last two areas. An example for consideration would be an individual performing primary, SFS/augmentee and/or honor guard duties. Obviously the individual in these examples would find it difficult to complete/attend off-duty education.

Attachment 3

SCORE SHEET FOR MILITARY ANNUAL/QUARTERLY AWARDS

Table A3.1. Outstanding Airmen Scoresheet

				In-Person Board			
Name	Leadership/Job Performance 10-25 pts	Significant Self Improvement 1-10 pts	Base/ Community Involvement 1-10 pts	Bearing/ Appearance 1-10 pts	Ability to Articulate 1-10 pts	Total Score	Rank Order

Score for leadership/job performance

All other areas

25 absolutely superior

10 absolutely superior

24

9.0 outstanding package/board

23 outstanding package/board

8.0 few could be better

22

7.0 strong package/board

21 few could be better

6.0 slightly above average

20

5.0 average

19 strong package/board

4.0 slightly below average

18

3.0 well below average

17 slightly above average

2.0 potential

16

1.0 lowest in potential

15 average

14

13 slightly below average

12

11

10 potential

Attachment 4

SAMPLE CIVILIAN NOMINATION FOR AWARD

Table A4.1. Nomination for Award.

AWARD Wright-Patterson AFB Air Force Civilian Employee of the Quarter/Year (select whichever is applicable)	Category (Category I, II, or III)	Award Period (Month - Month, Yr)
Rank/Name of Nominee (First, Middle Initial, Last) GS-XX John B. Doe	SSN (last 4) 1234	MAJCOM AFMC
Position Title, Pay Plan, Occupational Series, Grade/Pay Band Self-explanatory	Nominee's Telephone (DSN & Commercial) DSN 787-1234, (937) 257-1234	
Unit/Office Symbol/Street Address/Base/State/Zip Code Nominee's Unit Information		
Rank/Name of Submitting Commander/Director (First, Middle Initial, Last)/Commander's Telephone (DSN & Commercial) LtCol/Sam A. Jones, DSN 787-0123, (937) 257-0123		
<p>Specific Accomplishments (Use single-spaced, bullet format)</p> <p>Use bullet format. Type font of 12 pitch or AF 1206 IMT default font will be used. Cited accomplishments must apply to the period for which the award pertains. Achievements initiated before, but culminating during the award period can be included. Limit to 21 lines for quarterly nominations and one full page for annual nominations. This nomination is rated on a scale of 1 to 100.</p> <p>Job Performance in Primary Duty: Consider development of quality Air Force management principles, new techniques, contributions to increased mission effectiveness, acceptance of responsibility. In addition, consider the scope and level of responsibility and cost saving initiatives.</p> <p>*Significant Self-Development: Show how the member developed or improved skills related to primary duties; e.g., formal training, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.</p> <p>*Base/Community Involvement: Define the scope and impact of the member's positive role and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, associations, and events.</p> <p>NOTE: All civilian nominees must fill out a privacy act statement (Attachment 12) prior to their nomination.</p>		

*Categories identified by an asterisk are optional.

SCORE SHEET FOR TEAM WRIGHT-PATTERSON AIR FORCE CIVILIAN ANNUAL/QUARTERLY AWARDS

- 81-100 – Absolutely superior
- 61-80 – Outstanding
- 41-60 – Highly above average
- 21-40 – Slightly above average
- 1-20 – Average

[illegible]

Attachment 6

SAMPLE VOLUNTEER NOMINATION FOR AWARD

Table A6.1. Nomination for Award.

AWARD WPAFB Volunteer of the Quarter/Year	Category Volunteer/Civilian/ Military	Award Period Month - Month, Yr
Rank/Name of Nominee (First, Middle Initial, Last) Enter name as it should appear on the award	SSN (last 4) 1234	MAJCOM AFMC/ACC/AETC as appropriate
DAFSC/Duty Title Self-explanatory	Nominee's Telephone (DSN & Commercial) DSN 787-1234, (937) 257-1234	
Unit/Office Symbol/Street Address/Base/State/Zip Code Nominee's Unit Information		
Rank/Name of Unit Commander (First, Middle Initial, Last)/Commander's Telephone (DSN & Commercial) LtCol/Sam A. Jones, DSN 787-0123, (937) 257-0123		
<p>Specific Accomplishments (Use single-spaced, bullet format)</p> <p>Use bullet/sub-bullet format to describe what the volunteer actually did. Cited accomplishments must apply to the period for which the award pertains. Achievements initiated before, but culminating during the award period can be included. Limit to 21 lines for quarterly nominations and one page for annual nominations. This nomination is rated on a scale of 1 to 100.</p> <p>TYPES OF VOLUNTEER ACTIVITIES: Provide a simple listing of all volunteer activities applying to the award period.</p> <p>ACCOMPLISHMENTS IN VOLUNTEER ACTIVITIES: Describe any accomplishments directly relating to their volunteer activities; include specific details on how their efforts benefited the agency or activity served.</p> <p>LEADERSHIP/TEAM WORK IN VOLUNTEER ACTIVITIES: Describe their involvement in leadership teamwork. Include examples of how their involvement improved the effectiveness or efficiency of the agency or activity served. Include social, cultural, or religious activities.</p> <p>OTHER CONSIDERATIONS: Any other accomplishments that distinguish the nominee from other volunteers. Also, include the number of hours donated, certificates of appreciation or commendation, and other awards.</p>		

Attachment 7**SCORE SHEET FOR VOLUNTEER OF THE QUARTER/YEAR**

INSTRUCTIONS: Each board member will evaluate and score each nomination package on a 1-100 scale. Break all tied total scores. Determine rankings. 1 for first place, 2 for second place and so on. Compile ranking scores on each nominee from each board member. The lowest overall score wins.

For example, with 3 board members:

- Volunteer A: $1 + 1 + 2 = 4$
- Volunteer B: $2 + 3 + 1 = 6$
- Volunteer C: $3 + 3 + 2 = 8$
- Volunteer A has the lowest score and is the first place winner.
 - 81-100 – Absolutely superior
 - 61-80 – Outstanding
 - 41-60 – Highly above average
 - 21-40 – Slightly above average
 - 1-20 – Average

The board members will use the format below for recording nomination package scores.

Attachment 8**SUSPENSE AND BOARD DATES FOR ALL CATEGORIES**

Nominations are due to the Military Personnel Flight Awards and Decoration Element, Civilian Personnel Office, or the Family Support Center (whichever is applicable) the third Tuesday after the end of each quarter, e.g., January, April, July, and October. Selection boards convene the following week after packages are turned in. Awards luncheons are the second Wednesday of February, May, August and November. The following table gives examples of future dates. THESE DATES ARE SUBJECT TO CHANGE.

Nomination period	Suspense for nominations	Team Wright-Patt boards	Recognition Ceremony
1 Jul to 30 Sep 2004	12 Oct 04	18-21 Oct 04	Luncheon: 10 Nov 04
1 Oct to 31 Dec 2004	11 Jan 05	17-20 Jan 05	Luncheon: 9 Feb 05
1 Jan to 31 Dec 2004	18 Feb 05	28 Feb-3 Mar 05	Banquet: 4 Mar 05
1 Jan to 31 Mar 2005	12 Apr 05	18-21 Apr 05	Luncheon: 11 May 05
1 Apr to 30 Jun 2005	19 Jul 05	25-29 Jul 05	Luncheon: 10 Aug 05
1 Jul to 30 Sep 2005	18 Oct 05	24-28 Oct 05	Luncheon: 9 Nov 05
1 Oct to 31 Dec 2005	17 Jan 06	23-27 Jan 06	Luncheon: 8 Feb 06
1 Jan to 31 Dec 2005	17 Feb 06	27 Feb-Mar 06	Banquet: 3 Mar 06
1 Jan to 31 Mar 2006	18 Apr 06	24-28 Apr 06	Luncheon: 10 May 06
1 Apr to 30 Jun 2006	18 Jul 06	24-28 Jul 06	Luncheon: 9 Aug 06

Attachment 9

BOARD SCHEDULE BY ORGANIZATION FOR MILITARY CATEGORIES

Nomination period/Board Composition	Board President	Board Member	Board Member
1 Jan to 31 Mar			
Outstanding Airman	ASC (SMSgt)	Previous NCO of Quarter	AFIT (NCO)
Outstanding NCO	AFBF (CMSgt)	Previous SNCO of Quarter	AFRL (SNCO)
Outstanding SNCO	NASIC (CMSgt)	AFMC (CMSgt)	88 ABW (CMSgt)
Outstanding CGO	AFMC (Col)	AFIT (FGO)	AFBF (FGO)
1 Apr to 30 Jun			
Outstanding Airman	AFIT (SMSgt)	Previous NCO of Quarter	NASIC (NCO)
Outstanding NCO	AFMC (CMSgt)	Previous SNCO of Quarter	AFBF (SNCO)
Outstanding SNCO	88 ABW (CMSgt)	ASC (CMSgt)	AFRL (CMSgt)
Outstanding CGO	88 ABW (Col)	NASIC (FGO)	AFRL (FGO)
1 Jul to 30 Sep			
Outstanding Airman	AFBF (SMSgt)	Previous NCO of Quarter	AFIT (NCO)
Outstanding NCO	NASIC (CMSgt)	Previous SNCO of Quarter	AFRL (SNCO)
Outstanding SNCO	ASC (CMSgt)	88 ABW (CMSgt)	AFMC (CMSgt)
Outstanding CGO	ASC (Col)	AFIT (FGO)	AFMC (FGO)
1 Oct to 31 Dec			
Outstanding Airman	AFRL (SMSgt)	Previous NCO of Quarter	AFIT (NCO)
Outstanding NCO	88 ABW (CMSgt)	Previous SNCO of Quarter	NASIC (SNCO)
Outstanding SNCO	AFMC (CMSgt)	AFBF (CMSgt)	ASC (CMSgt)
Outstanding CGO	AFRL (Col)	NASIC (FGO)	88 ABW (FGO)

Nomination period/Board Composition	Board President	Board Member	Board Member
1 Jan to 31 Dec ANNUAL			
Outstanding Airman	AFMC	ASC	88 ABW
Outstanding NCO	ASC	AFRL	AFBF
Outstanding SNCO	88 ABW	NASIC	AFMC
Outstanding CGO	88 ABW	AFMC	ASC

*For Enlisted Annual competitions, all board members will be CMSgts. For CGO Annual competition, all board members will be Cols (0-6).

Attachment 10

BOARD SCHEDULE BY ORGANIZATION FOR CIVILIAN CATEGORIES

Nomination period/Board Composition	Board Member	Board Member	Board Member
1 Jan to 31 Mar			
Civilian Category I	ASC	88 ABW	AFIT
Civilian Category II	AFMC	MSG	AFRL
Civilian Category III	88 ABW	NASIC	AFSAC
1 Apr to 30 Jun			
Civilian Category I	ASC	88 ABW	AFIT
Civilian Category II	AFMC	MSG	AFRL
Civilian Category III	88 ABW	NASIC	AFSAC
1 Jul to 30 Sep			
Civilian Category I	ASC	88 ABW	AFIT
Civilian Category II	AFMC	MSG	AFRL
Civilian Category III	88 ABW	NASIC	AFSAC
1 Oct to 31 Dec			
Civilian Category I	ASC	88 ABW	AFIT
Civilian Category II	AFMC	MSG	AFRL
Civilian Category III	88 ABW	NASIC	AFSAC
1 Jan to 31 Dec ANNUAL			
Civilian Category I	ASC	88 ABW	AFIT
Civilian Category II	AFMC	MSG	AFRL
Civilian Category III	88 ABW	NASIC	AFSAC

*All board members and alternates will be appointed in writing.

Attachment 11**TEAM WRIGHT-PATTERSON ORGANIZATIONS**

88th Air Base Wing	Aeronautical Systems Center	HQ Air Force Materiel Command
Air Force Security Assistance Center	Air Force Institute of Technology	Air Force Research Lab (AFRL)
National Air and Space Intelligence Center	Air Force Band of Flight	Materiel Systems Group
445th Airlift Wing	USAF Museum	Air Force Legal Service Agency (ADC)
47th Airlift Flight	ACC Regional Supply Squadron	AFOSI, Det 1
338th Recruiting Squadron	55th Wing	Air Force Audit Agency
Defense Finance Accounting Service (DFAS)	Defense Information Systems Agency (DISA)	

*This list may not be all-inclusive. If your organization was inadvertently left off, contact the 88 ABW/CCC.

Attachment 12**PRIVACY ACT STATEMENT**

AUTHORITY: Solicitation of personal information by HQ USAF-endorsed recognition programs is subject to the Privacy Act of 1974 (Public Law 93-579, as codified in title 5, United States Codes (U.S.C.), Section 552a and published in title 32, Code of Federal Regulations (C.F.R.), Section 806B), and is authorized by Federal Statutes (5 U.S.C. 301 and 10 U.S.C. 8012).

PURPOSE: The principal purpose for the information's use is to provide publicity and recognition through military and/or civilian news media inherent to the recognition program.

ROUTINE USES: Routine uses may be made of the information by commanders and award selection board members at any level of command, by officials of private organizations sponsoring awards programs described by information officials representing the military and/or civilian news media.

DISCLOSURE IS VOLUNTARY: Furnishing the information is voluntary; failure to provide the information will result in ending this consideration for recognition.

I HAVE READ THE ABOVE STATEMENT, AND I DO AUTHORIZE RELEASE OF THE PERSONAL INFORMATION FOR THE TEAM WRIGHT-PATTERSON AIR FORCE CIVILIAN AWARDS PROGRAM.

Signature of Nominee

Date